

FIRST UNITED METHODIST CHILDCARE MINISTRY PARENT MANUAL

OVERVIEW OF FIRST UNITED METHODIST CHILDCARE MINISTRY

PURPOSE AND POLICY

First United Methodist Childcare Ministry (FUMCM) was established by First United Methodist Church (FUMC) as a nurturing ministry of this congregation to families in our community. We believe that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to his/her fullest potential.

Our goal is to serve an interdenominational community. We strive to teach children to exhibit the loving, caring behaviors associated with Christ's teachings toward themselves, their classmates, and their community.

MISSION STATEMENT

FUMCM is a developmental, child-centered, multi-ethnic school. Children receive developmentally appropriate instruction in motor, socio-emotional, language, and academic skills.

The mission of FUMCM is to create an atmosphere in which children can develop curiosity, independence, self-confidence, creativity, and social skills through teacher directed and self-initiated activities. This can best be done through an age-appropriate curriculum and close family/child/teacher interaction.

PHILOSOPHY STATEMENT

FUMCM utilizes learning approaches that encourage self-development, including physical, social, emotional, spiritual, and intellectual growth, and cultural awareness. We provide sensitive and responsive care giving, and our teaching emphasizes active discovery as the cornerstone for children's learning. Through these approaches, the FUMCM programs foster a broad spectrum of development for our children. Such philosophy and practices nurture an independent, self-confident, and caring child, and encourage the development of his/her intellect, reasoning, and curiosity.

FUMCM has the following beliefs:

- 1 All children learn according to their unique learning styles.
- 2 Children learn through hands-on experiences created and facilitated by the staff.
- 3 Children learn best when provided a variety of experiences.
- 4 Age-appropriate materials and activities must be available to children for self-initiated play.
- 5 Helping children develop independent skills will assist the child in meeting with

success.

- 6 Children work/learn best when they are in classrooms with small child/staff ratios.
- 7 A competent staff is critical for the success of FUMCM.
- 8 Communication from the staff to parent/guardian and parent/guardian to staff concerning each child's development is crucial.
- 9 Quality care must be provided at a competitive, affordable cost to all children.
- 10 Parents/guardians must be aware of, supportive of, and involved in FUMCM to make their child's school experiences a success.

REGISTERED CHILDCARE MINISTRY CERTIFICATION

As a Registered Childcare Ministry, FUMCM will abide by the guidelines set by the State of Indiana for Registered Childcare Ministries. The FUMCM Director and/or the FUMCM Assistant Director will present to the FUMCM Board of Directors any and all forms required to complete the yearly certification process.

HISTORY OF FIRST UNITED METHODIST CHILDCARE MINISTRY

- 1980 – Parent's Morning Out (PMO) began as a parent cooperative one day a week with a paid Director, Debbie Smith. PMO grew out of a growing concern for the increasing incidence of child abuse. The FUMC mission was to provide a safe, caring environment where parents could leave their children, providing them with time for themselves. Each parent was asked to work one day per month.
- 1984 – A second day of childcare was added by Director, Carol Head. During the early years of the program, parents in the cooperative would gather for discussions on child development and problems they encountered.
- 1986 – PMO became a self-sufficient five-day a week program for 50 children with Director, Sandy Rees, and a staff of teachers and assistants.
- 1986 – An initial scholarship program began with donations by community clubs and organizations, allowing scholarships to be awarded to several children.
- 1988 – The program was named the Early Childhood Development Center and included two programs: PMO and the newly established Learning Tree Preschool (LTP).
- 1990 – In June, the Early Childhood Development Center changed its name to First United Methodist Children's Center (FUMCC) to exemplify its association as an outreach program of FUMC. Facets of the program included its focus on a developmental and multi-ethnic curriculum.
- 1991 – In September, a pre-kindergarten class was added by Director, Linn Johnson. The class profiled a learning experience for 7 children led by a teacher and an assistant teacher.

- 1992 – Cheryl Monroe was appointed director of FUMCC, with Jean Greenlee as Assistant Director. PMO included an infant/toddler class, a 2-year old class, and a 3/4-year old class, while LTP included a 3-year old class, a 4-year old class, and a pre-kindergarten class.
- 1992 – The annual “Love-a-Child” scholarship special appeal was launched by FUMC. Fifteen children were given the opportunity to attend PMO and LTP through the initial appeal of this scholarship program.
- 1995 – Karen Johnson was appointed director of FUMCC. PMO included a toddler class, a 2-year old class, a 2/3-year old class, and a 3/4-year old class, while LTP continued to include a 3-year old class, a 4-year old class, and a pre-kindergarten class.
- 2001 – FUMC and FUMCC collaborated to achieve state recognition as a registered Childcare Ministry. The program became First United Methodist Childcare Ministry (FUMCM), a ministry of FUMC.
- 2001 – The school’s name became Learning Tree School (LTS) under the FUMCM program and a kindergarten class was added.
- 2002 – Amy Terry assumed the position of Assistant Director for FUMCM, while Karen Johnson continued to be the Director.
- 2005 – FUMCM began an association with Bartholomew Consolidated School Corporation (BCSC) to accommodate children from the BCSC Community Preschool in LTS classes.
- 2005 – The FUMCM Director and the FUMCM Assistant Director, along with the FUMCM staff, began incorporating the Creative Curriculum as a basis for achieving developmentally appropriate practices in each of the LTS classes.
- 2005 – FUMCM marked 25 years of serving the children of Columbus.

FUMCM PROGRAMS

LEARNING TREE SCHOOL

LTS consists of a possibility of three programs: LTS Choice Days, LTS Preschool, and LTS Kindergarten as appropriate.

LTS Choice Days

An open flexible childcare program that accepts walking toddlers through 5-year olds (pre-kindergarten age). LTS Choice Days affords parents/guardians their choice of class days in which the parents/guardians and the FUMCM Director will arrange an individualized schedule for each child. LTS Choice Days is offered 5 days a week.

Class Groupings –	Toddlers (Willows)	9 am – 11:30 am
	Young 2's (Tulips)	9 am – 11:30 am
	Older 2's/Young 3's (Sycamores)	9 am – 11:30 am
	3's/4's/5's (Dogwoods)	9 am – 11:30 am

LTS Preschool

A weekday preschool program for children ages 3-5.

Class Groupings –	3-year olds – T, Th (Pines)	9 am – 11:30 am
	Pre-Kindergarten T-F (Redbud)	9 am - 11:30 am
	Pre-Kindergarten – M, W, F (Maples)	9 am – 11:30 am
	Pre-Kindergarten – M, T, W, Th (Oaks)	9 am – 11:30 am

LTS Kindergarten

A weekday program for kindergarten-aged children taught by a state licensed teacher.

Class Groupings –	Kindergarten-aged children	9 am – 12 pm
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Children will be placed in an age-appropriate classroom with the FUMCM Director having final authority over child placement and classroom changes.

Classes may be added, combined, or eliminated as enrollment dictates and as approved by the FUMCM Board.

EXTENDED CARE

Extended Care is available to all children enrolled at LTS. The extended hours are daily from 7:30 am to 9:00 am and 11:30 am to 5:30 pm. Extended Care is available on any normal operating LTS day, not just those the child attends regularly. Parents/guardians are asked to sign up their children for Extended Care on the sign-up sheet located on the hallway table outside the preschool office. Parents/guardians must give 24 hours notice when they want to use Extended Care since numbers are limited due to available space and staffing. FUMCM may cancel a day of Extended Care if there are not a minimum number of children. The charge for Extended Care will be billed monthly.

Morning Extended Care

Children attending Morning Extended Care should be dropped off in the playroom (Room 213). When dropping off your child, please initial and document the drop-off time on the sign-up sheet located on the table outside of the playroom (Room 213). Morning Extended Care is not available on a weather-related delay or closing. Please do not send breakfast with your child unless previously approved by the Morning Extended Care staff.

Afternoon Extended Care

Children attending Afternoon Extended Care will be brought to the designated Afternoon Extended Care rooms after the LTS school day ends at 11:30 am. Children attending Afternoon Extended Care only should be dropped off after 11:30 am in the designated Afternoon Extended Care room. Please wait to take your child into the designated

Afternoon Extended Care room until other parents have picked up their children who attended LTS that morning. After picking up your child from Afternoon Extended Care following the FUMCM pick-up procedure, parents/guardians must also sign-out their child from Afternoon Extended Care by initialing and documenting the time of pick-up on the sign-out sheet.

Parents/guardians are asked to send a lunch, including a drink, with their child on the day(s) their child is to stay for Afternoon Extended Care. The child's name must be marked on the lunch container to ensure each child receives the correct lunch. Lunches are served between 11:30 am and 12:00 pm. Staff members must discard any perishable or opened food that is not eaten.

Afternoon Extended Care activities may include art and craft centers with age-appropriate materials, music, gross motor movement, creative activities, and discovery activities. At 1:30 pm, children will be taken to a designated room for quiet time. Cots will be available for naps. Parents/guardians may send a blanket, pillow, and/or favorite stuffed animal all marked with the child's name. Storage is available for these items Monday through Friday. After a sufficient amount of quiet time, children who are not napping will be taken to a designated room for learning center time.

FUMCM SCHEDULE

FUMCM follows the BCSC school year calendar (the exception being that our school year typically begins after and ends before BCSC). School is typically held for thirty-four weeks, excluding holidays. See the current FUMCM School Calendar for dates.

In the event of a BCSC delay, we will alter our day to run from 10:00 am until 12:00 pm. In the event of a BCSC weather-related closing, FUMCM will also be closed. Please listen to the local radio stations and/or check the local radio stations' websites for school delays and/or closings.

If FUMCM is closed due to weather, FUMCM may remain open additional days past the regular closing date, for a maximum of five days. Information for additional days will be sent home.

FUMCM SERVICES/ASSOCIATIONS

SPECIAL SERVICES FOR FUMCM BOARD MEMBERS

FUMCM daytime childcare is offered to FUMCM Board members during the normal operating hours of FUMCM. This occasional service is available at no charge for a) FUMCM Board committee meetings, b) FUMCM Board monthly meetings, and c) when the FUMCM Board member is doing FUMCM related work and arrangements should be made with the FUMCM Director or the FUMCM Assistant Director.

Childcare is subject to availability within the Indiana State Licensing Standards for staff

to children ratios. FUMCM Board members doing non-FUMCM related work or activities during Extended Care hours will be charged full Extended Care fees for his/her child(ren).

The Executive Committee of the FUMCM Board, which includes the chairperson, the co-chairperson, the secretary, and the finance manager, may receive a monthly tuition discount or stipend. This is determined yearly and subject to availability according to the budget.

SPECIAL SERVICES FOR FUMCM STAFF

FUMCM staff members with a child and/or grandchild enrolled in LTS Choice Days, LTS Preschool, or LTS Kindergarten will receive a reduction in tuition. Staff members working 3 or more mornings a week will receive a 50% reduction in tuition; staff members working 2 mornings a week will receive a 25% reduction; and staff members working 1 morning a week will receive a 10% reduction. Full registration fee and materials fees will be charged for all children of FUMCM staff members.

FUMCM staff members doing FUMCM related work during Extended Care hours will not be charged Extended Care fees for his/her child(ren). FUMCM staff members doing non-FUMCM related work or activities during Extended Care hours will be charged full Extended Care fees for his/her child(ren).

In the event that a FUMCM staff member's child(ren), who are not enrolled in LTS, need childcare during FUMCM operating hours, arrangements should be made with the FUMCM Director or the FUMCM Assistant Director.

ENROLLMENT AND ADMISSION POLICIES

ENROLLMENT GUIDELINES

The maximum number of children, which can be accepted in the FUMCM program, shall be naturally limited to available space and staff. Guidelines for maximum enrollment will be in accordance with Indiana State Licensing Standards.

Exceptional children will be considered for enrollment by individual evaluation of the FUMCM Director, the FUMCM Assistant Director, and the FUMCM teaching staff. FUMCM Board members may be consulted as needed in making evaluations. No special programming or specially trained staff person is available for specific attention which may be needed by a mildly handicapped child, abused or neglected child, or one learning English as a Second Language. However, such children will be given every consideration by the program staff if parents/guardians, BCSC, or other local family service agencies that deem FUMCM programs to be of benefit to the child in question make such requests.

REGISTRATION PROCEDURE

Registration for the following school year begins during the winter term and is on going until classes are full. Upon registration, the FUMCM Director or the FUMCM Assistant Director will give new families an Enrollment Form and Registration Bill. Current families will receive an Enrollment Form attached to their next Tuition Bill, which will also include the registration fee. A child is officially enrolled when the Enrollment Form has been filled out, signed, and returned to the FUMCM Director or the FUMCM Assistant Director accompanied by the non-refundable registration fee. In the event that any information on the Enrollment Form changes throughout the school year, please notify the FUMCM Director or the FUMCM Assistant Director.

ADMISSION PROCEDURE

The following forms will accompany the first month's Tuition Bill sent to the enrolled families in July:

- 1 Child Information Form – background information to help the teachers better understand the child and his/her family.
- 2 Child Safety/Emergency Card – staff members will have possession of the cards in case of fire, tornado, earthquake, lockdown, or field trips.
- 3 Emergency Release Form – form that gives authorization to the FUMCM staff to obtain medical treatment for the child in case of an emergency when a parent/guardian cannot be reached.
- 4 Shot Record – this record assures that the child is current with state required immunizations.

Completed forms and the first month's tuition payment must be returned to the FUMCM office prior to August 5th.

A copy of the Parent Handbook and additional forms, such as the Walking Field Trip Permission Form, Photo Permission Form, Parent's Notice, and Volunteer Sign-Up Form, will be given to the families at the yearly Open House. These forms should be returned to the FUMCM Director's office the first week of school.

In the event that any information on the above forms changes throughout the school year, please notify the FUMCM Director or the FUMCM Assistant Director.

PERMISSION SLIPS

A permission slip is required for all field trips and must be signed by the parent/guardian acknowledging that he/she is aware of the field trip. This permission slip will contain the time and date of the field trip.

- 1 A blanket Walking Field Trip Permission Form covering all walking field trips will be kept on file in the FUMCM Director's office for each child.
- 2 A separate Individual Field Trip Permission Form will be required for each field trip involving transportation.

A signed Photo Permission Form will be kept on file in the FUMCM Director's office for each child.

CONFIDENTIALITY OF CHILD'S RECORDS

Personal information about children and families will be kept confidential in files in the FUMCM Director's office. The FUMCM Director and the FUMCM Assistant Director will have access to all records. Teachers will only have access to records of children in their classroom. They must first obtain permission from the FUMCM Director or the FUMCM Assistant Director to check information in a child's file.

PAYMENT OF TUITION AND FEES

Tuition is based on a fee for the entire regular school year, divided into nine monthly billings. Tuition remains the same each month regardless of holidays, vacations, snow days, illnesses, or number of weeks in the month; therefore, no refunds can be given. For current tuition fees, please see the FUMCM Director or the FUMCM Assistant Director. Children cannot attend on days other than their scheduled days unless the FUMCM Director or the FUMCM Assistant Director gives previous approval.

Non-refundable registration fees are billed upon registering for the following school year. An individual fee is \$50 and a family fee is \$75.

Extended Care fees for the previous month will be billed on a monthly basis. A \$10 late pick-up fee will be billed per child for each 15-minute increment the child is picked up after FUMCM closes for the day.

Statements are billed and issued the first day of the month. All payments are due by the 5th day of the month in the FUMCM Director's office. Checks are to be made out to Learning Tree School and your child's name should be written in the memo portion of the check. A late fee of \$10 will be billed for payments that are paid after the 10th day of the month. A \$25 fee will be charged for all payments returned for non-sufficient funds.

END-OF-FISCAL YEAR STATEMENTS

Each LTS student will receive an End-of-Fiscal Year Statement itemizing tuition and Extended Care fees if requested. These statements will be issued no later than January 31st for the prior year.

PAST DUE ACCOUNTS

The FUMCM Director, the FUMCM Assistant Director, and/or the FUMCM Board Finance Manager will contact a delinquent account on or near the 10th day of the month to be reminded that payment is due. If payment is still not received after several days, a letter will be mailed stating our policy and requesting payment.

If the request for payment is still being ignored, a second and final letter will be mailed stating that payment has not been received. More importantly, it will state that they will be required to withdraw their child from LTS if they have not made their account current as of the next school break (i.e. Fall Break, Christmas Break, or Spring Break). Soon after this letter is mailed, the recipient will be contacted to schedule a conference regarding their account situation and pending withdrawal from LTS.

The account will not be allowed to return their child to LTS after the indicated school break if their balance has not been paid in full by that break. Exceptions to this policy will only be considered after a consultation between the account; the FUMCM Director and/or the FUMCM Assistant Director; the FUMCM Board Chairperson and/or the FUMCM Board Co-chairperson; and/or the FUMCM Board Finance Manager.

SCHOLARSHIPS

Registration for FUMCM programs shall be offered to needy families based on size, income, and special circumstances. Anyone seeking financial assistance may apply for a scholarship. Employees of FUMCM are not eligible for scholarships. A Scholarship Application will be available from the FUMCM Director or the FUMCM Assistant Director. Priority will be given to children already enrolled in the program when circumstances change in the family.

Scholarship guidelines include having regular attendance and informing the school about a child's absence. A child may be taken off scholarship if he/she has four consecutive absences without notification to the FUMCM Director's office.

The procedure for selection of scholarships includes completing a new application and providing the most recent thirty days pay stubs for all household wage earners and turning it in by May 1st. The FUMCM Board Scholarship Committee, comprised of the FUMCM Director, the FUMCM Board Chairperson, the FUMC Director of Children's Ministries, and one additional FUMCM Board member, will review all applications for selection and approve scholarships on a greatest need basis. A notification letter will then be sent to notify the family with the first month's tuition bill. LTS will review scholarship recipients in August and January or as deemed necessary throughout the year and will request updated income information at those times.

New applications will continue to be accepted throughout the school year. The FUMCM Board Scholarship Committee will review new applications for selection on a monthly basis and approve new scholarships on a greatest need basis, as funds are available.

Scholarship monies are obtained through the "Love-a-Child" campaign, which occurs annually at FUMC. The number of scholarships awarded each year depends on the total monies received in the "Love-a-Child" campaign. Scholarships may be awarded as partial or full payment of tuition, depending on the family finances and the availability of funds. Full registration fee and materials fees will be charged for all children receiving a scholarship.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians are asked to bring the following with each child daily in the FUMCM provided bag:

1. Change of clothing in a resealable baggy (for warm/cold weather)
2. Diapers or training pants, wet wipes, and diaper rash ointment (if needed by the child)
3. Sipper cup marked with child's name for children in the Toddlers and 2's classes
4. Other items such as toys, books, etc. will be at the teacher's discretion

Candy, gum, money, toy guns, or other items that promote the use of physical force as a main source of problem solving are items not allowed at FUMCM.

Parents/guardians are invited to be a part of LTS by volunteering in the classroom, making classroom materials at home, or assisting in planning activities for his/her child's class. Parents/guardians are encouraged to submit suggestions and help make school improvements. We value our parents'/guardians' input.

Parents/guardians are asked to notify the FUMCM Director or the FUMCM Assistant Director of any changes in address, phone number, emergency numbers, etc.

VOLUNTEERS

Volunteers are welcome in all classes and need to wear a nametag, which is to be worn at all times. Interested volunteers may contact a teacher, the FUMCM Director, or the FUMCM Assistant Director for more information.

All classroom and/or school volunteers need to fill out a Request for Limited Adult Criminal History Information form prior to volunteering in the classroom or at a school function. The Request for Limited Adult Criminal History Information form can be obtained from the FUMCM Director's office and once completed returned to the FUMCM Director or the FUMCM Assistant Director. The FUMCM Director or the FUMCM Assistant Director will notify the potential volunteer once the background check has been completed and he/she is eligible to volunteer at FUMCM.

VISITORS

FUMCM encourages parents and guardians to visit the school. They are to notify the FUMCM Director or the FUMCM Assistant Director of their presence and pick up a nametag, which is to be worn at all times. Visitors will arrange to talk to the staff outside the classroom if necessary.

PERSONAL POSSESSIONS

Each classroom teacher will determine classroom policy on bringing personal possessions

to class. Children may be asked to bring items from home for show and tell and/or to assist them with separation anxiety or comfort. Please be sure to label all possessions, including coats, bottles, sipper cups, diaper bags, extra clothes, and lunches.

DRESS

The children will be outside for gross motor activities or to walk to the library or around the neighborhood. Please be sure to dress your child appropriately for the weather. During cold weather, please be sure your child has a hat, coat, mittens/gloves, and boots (if it is messy). Please be sure the children's clothes are manageable for toileting and dressing. Your child may be going up/down stairs, playing in our playroom, or on the playground. For this reason, please be sure the shoes your child wears to school are safe to walk and run in.

DROP-OFF/PICK-UP PROCEDURE

For the safety of the children during drop-off and pick-up times, FUMCM maintains the following procedures:

Parking

Ample parking is provided in the FUMC east parking lot for drop-off and pick-up. Please do not use the handicapped spaces in the parking lot unless you have a handicapped sticker or permit. Please be sure to park only in marked spaces. An adult must walk the child to class and out to his/her car.

Drop-Off

Classes begin at 9:00 am and classrooms will open at 8:55 am. If you need to drop-off your child earlier, place the child in the Morning Extended Care program. Children should not be dropped off except at their classroom or the Morning Extended Care room, and will not be allowed to leave the classroom on their own or without an authorized adult.

Pick-Up

NO CHILD WILL BE RELEASED TO ANYONE, REGARDLESS OF WHO THEY ARE, WITHOUT THE DIRECT PERMISSION OF THE LEGAL PARENT OR GUARDIAN. Please pick up your child from the designated area, which may include his/her classroom, the playroom (Room 213), the playground, or an Afternoon Extended Care designated room. If you need to pick up your child early, please notify the teacher so he/she can make arrangements to have your child ready.

In order to pick up a child(ren) from FUMCM, the designated adult must present their state issued photo id (i.e.drivers license) to the classroom staff if they are not recognized by the staff member as the parent/guardian/usual pick up person. No child will be released to anyone who is not in possession of the photo id. Upon presentation of the photo id, the staff member will verify that person is on the parent/guardian provided list of approved pick up persons, then the staff member will release the child(ren).

In the event that the designated adult is not on record for pick up, either with a note from the parent/guardian or through the classroom/office pick up list, the FUMCM Director, Assistant Director or the Extended Care Coordinator will call the parent/guardian to verify authorization for pick up. Upon that authorization the child(ren) will be released.

Children who are not picked up by 11:30 am and are not scheduled to attend the Extended Care program, will be taken to the Afternoon Extended Care designated room. A \$10 late pick-up fee will be billed per child for each 15-minute increment the child is picked up after the regular scheduled LTS class. If a problem arises and you are going to be late, please call the FUMCM Director or the FUMCM Assistant Director. Late charges apply and are billed for all morning programs, as well as the Extended Care program.

ATTENDANCE AND ABSENCE

Children gain many experiences when attending their classes at LTS. Make every attempt to send your child on his/her scheduled day(s). If your child is ill or will be late, please notify the FUMCM Director or the FUMCM Assistant Director by 9:00 am or as soon as possible on the day of the absence or tardiness. The answering machine will be on so you may call at any time, 24 hours a day. The telephone number is (812) 378-2825.

If the parent/guardian will be late in picking up the child, please contact the FUMCM Director or the FUMCM Assistant Director as soon as possible. Family vacation dates should also be given to the FUMCM Director or the FUMCM Assistant Director if the child will be absent. Once the FUMCM Director or the FUMCM Assistant Director has been notified of an absence, tardiness, or late pick-up, the child's teacher will be notified with a written note.

HEALTH

SICK CHILDREN

Children must be well enough to participate in all activities. If you have any questions about whether your child should attend his/her class, please call before bringing your child. Children will not be left at FUMCM if they have a fever, diarrhea, nausea, or unexplained rash. The parent/guardian of a child exhibiting these symptoms will be informed not to leave his/her child.

If a child should become ill, the child will be taken to the FUMCM Director's office. The FUMCM Director or the FUMCM Assistant Director will notify the parents/guardians and/or call the emergency contact number. The staff will try to make the sick child as comfortable as possible until the parent/guardian arrives. The FUMCM

Director and/or the FUMCM Assistant Director will advise if the child needs to be isolated. In an emergency situation, FUMCM will use the Emergency Release Form and take the child to the hospital emergency room.

After a serious or infectious illness, a physician's statement is required before a child may be readmitted to the classroom.

COMMUNICABLE DISEASE

Control of communicable illness among children at FUMCM is a prime concern. To ensure appropriate safety measures and to try to prevent the spread of communicable diseases, FUMCM follows the guidelines set by the Bartholomew County Health Department.

In order to protect all children, we ask parents/guardians to keep their children home if they have experienced any of the following symptoms within 24 hours before the school day:

- 1 A fever over 100 degrees F (37.8 C)
- 2 Signs of a newly developing cold or severe cough
- 3 Diarrhea, vomiting, or an upset stomach
- 4 Any discharge or drainage from the eyes, nose, ears, or an open sore
- 5 Any sign of lice or their eggs
- 6 Any unexplained rash

If a child is brought to school exhibiting any of these symptoms, the parents/guardians should be referred to the FUMCM Director and/or the FUMCM Assistant Director, who will determine if the child may stay at the school that day.

If a child contracts lice, the child should be kept home until completely clear and nit free. When the child returns to the center, he/she should be taken to the FUMCM Director and/or the FUMCM Assistant Director to be checked before returning to the classroom.

In the event a child contracts a communicable disease, the parents/guardians or teacher must notify the FUMCM Director and/or the FUMCM Assistant Director immediately. All staff and parents/guardians of children who have come in contact with the infected child shall be notified. The parent/guardian must notify the child's physician. The infected child will remain out of class until a physician has given his/her permission to return. The child will then be checked by the FUMCM Director or the FUMCM Assistant Director to be free of all symptoms before reentering the classroom.

MEDICATIONS

Giving of or applying of medication, providing dietary supplements, making special variations of diet, and carrying out medical procedures shall be done only on written order or with a prescription from a physician to the parents/guardians or to FUMCM Learning Tree School with the knowledge of the parents/guardians. A Permission to

Administer Medication Form must be signed by a parent/guardian and given to the FUMCM Director or the FUMCM Assistant Director to be kept on file.

Medications prescribed for a child shall be kept in the original container bearing the original pharmacy label showing the prescription number, date filled, physician's name, directions for use, and the child's name. Doctor's written orders must accompany non-prescription medications or it will not be given. All medication is to be labeled and given to the FUMCM Director or the FUMCM Assistant Director where it will be kept in the FUMCM Director's office under lock and key. Instructions from the parents/guardians, including time of last dose given, must also accompany the medication. When no longer needed, parents/guardians must take home the unused medication or FUMCM will destroy it. All physician's notes and parent's/guardian's instructions must be kept on file in the FUMCM Director's office for a period of two years.

HEALTHY ENVIRONMENT

Staff members will ensure that the children are in a clean, healthy environment. This is to be done by washing toys that are put into a child's mouth on a daily basis in a soap and water solution. Quaz solution will be used to clean eating surfaces according to the Quaz directions for use.

All cups will be washed in hot water after use and stored in a clean area. Children will wash their hands before they begin food preparation, have a snack, or eat lunch. Tables on which food will be prepared or served will be cleaned before they are used for food service. Staff members will clean children's messes as soon as possible. Each Friday, after the last child leaves, the classrooms should be fogged with Lysol. The classrooms should be thoroughly cleaned on a rotating basis.

DIAPERING

Staff members must wear new clean plastic gloves for each diaper change. A new sheet of waxed paper will be placed under each child while changing a diaper. Staff members will ensure the changing area remains clean. Diapers will be disposed of in proper trash bag lined containers with a lid. At the end of each school day, the diapering area will be sprayed with Lysol and disinfected.

TOILET TRAINING

Staff members will assist children in becoming independent in toileting. When children show signs of readiness for toilet training, staff members will work with parents/guardians and assist in toilet training. Children will be taught to dress and undress and to use the potty seat. An adult will stay with the child until the child is finished. This activity must be a calm and positive experience for the child. The potty seat will be cleaned after each use with the cleaning solution provided. Staff members

should refer to Universal Precautions guidelines.

ASSISTING IN HAND WASHING AND NOSE WIPING

Staff members will assist children in learning the steps of hand and face washing and nose wiping to encourage independence. Staff members will teach children how to turn on water, use soap, wash, rinse, dry their hands and faces, and wipe and blow their noses when necessary. Staff members must wash their hands after assisting the children.

FIRST AID PROCEDURES

In the event of an injury, the staff will begin to administer first aid. In case of emergency, staff members will not attempt any treatment except basic stabilization procedures. The staff member will consult with the FUMCM Director and/or the FUMCM Assistant Director for additional first aid procedures. If necessary, the FUMCM Director or the FUMCM Assistant Director will notify the parents/guardians and/or call the emergency contact number. If the FUMCM Director or the FUMCM Assistant Director is not present, another teacher should be asked to contact the parents/guardians and/or emergency number. If it is necessary to transport the child to the emergency room, the FUMCM Director, the FUMCM Assistant Director, and/or teacher will obtain supervision for his/her classroom before leaving the building.

ACCIDENT REPORT

Accidents must be recorded and then reported to the parents/guardians. An Accident Report must be completed when a child breaks skin, has a head injury, or needs to see a physician. An Accident Report form will be filled out by the person who witnessed the accident immediately following first aid care of the child. The report will state an accurate account of the injury and accident and will then be turned into the FUMCM Director or the FUMCM Assistant Director. The FUMCM Director or the FUMCM Assistant Director will give a copy of the report to the parents/guardians and place a copy in the child's file in the FUMCM Director's office.

ABUSE

When child abuse or neglect is suspected, the teacher needs to contact the FUMCM Director and/or the FUMCM Assistant Director immediately. Some symptoms of child abuse are:

- 1 Repeated or unexplained injuries
- 2 Frequent complaints of pain
- 3 Reports of harsh treatment
- 4 Appears malnourished
- 5 Is generally unhappy
- 6 Is withdrawn
- 7 Lacks affection

- 8 Reacts without emotion
- 9 Complains of pain in the genital area
- 10 Talks about sexual activities
- 11 Is frequently tardy or absent
- 12 Is frequently hungry
- 13 Frequently arrives unclean

The staff member will be responsible for documenting the symptoms and giving a copy to the FUMCM Director and/or the FUMCM Assistant Director. The reporting is a request for an investigation. The Bartholomew County Welfare Department will then be notified and will begin its investigation. Reporting is an Indiana State Law.

INSTITUTIONAL CHILD ABUSE AND NEGLECT

Institutional child abuse and neglect occur when children who are cared for in any public or private childcare facility are hurt or ignored by staff. A child is abused if his/her caretaker injures him/her. He/she is neglected if the person(s) responsible for his/her care fails to provide necessary food, clothing, shelter, medical care, education, or supervision.

If staff members suspect abuse or neglect in an institution, they must report it immediately as legislated by the State of Indiana. They must call the toll free Indiana State Child Protection Service hot line at 1-800-562-2407. The staff member will leave his/her name and phone number in case additional information is needed. Anonymous calls may also be accepted. The FUMCM Board Chairperson must also be notified. The Indiana State Department of Public Welfare will then investigate reports involving childcare facilities. The investigation may include, but is not limited to interviews, photos, and a review of pertinent records and reports.

SAFETY

The first responsibility of each staff member is the safety and welfare of the children. Staff members are expected constantly to be aware of environmental factors, which promote safety and security.

1. No child will be left alone and unsupervised in a classroom, bathroom, playroom, hall, or on the playground at any time.
2. Upon arrival, a staff member from each classroom will pick up the classroom walkie-talkie from the FUMCM Director's office. This will ensure direct communication between the classroom and the FUMCM Director's office when necessary.
3. Indoor behavioral guidelines will be posted.
4. Hazardous indoor and outdoor activities, such as climbing on furniture, will be discouraged.
5. Any broken or defective equipment will be removed and reported to the FUMCM Director and/or the FUMCM Assistant Director.
6. Dangerous materials will be removed.

7. Cleaning solutions, scissors, and knives will be kept out of reach of children.
8. Caution will be taken in the toddler (Willows), the 2-year old (Tulips), and the older 2's/younger 3's (Sycamores) classes to ensure that small objects are not accessible to children. Toys will be checked to make sure that they cannot be swallowed.
9. FUMCM staff members will be responsible for checking special instructions on the Child Information Form regarding each child to see that all instructions are carried out (for example, allergies).

SUPERVISION OF CHILDREN

Children will be supervised closely at all times and the staff will make sure no child is left alone. A staff member will escort children to the bathrooms, taking the entire class if there is not another staff member available to supervise.

To ensure appropriate care and safety, the staffing in the classroom will follow or exceed Indiana State Licensing Standards. The ratios will be as follows:

<u>AGE</u>	<u>STATE LICENSING STANDARD STAFF TO CHILDREN</u>
Walking Toddler	1:5
2's	1:5
3's	1:10
4's	1:12
5's	1:15

HALLWAY SAFETY

All hallways in FUMCM must be free of obstacles that may make moving through the hall hazardous.

FACILITY RULES

- 1 Children will walk in the building.
- 2 Children will talk softly in the building.
- 3 Children will keep their hands and feet to themselves.

OUTSIDE/PLAYROOM SAFETY AND RULES

Children may spend a portion of the day outside in order to participate in gross motor activities. Outside play will be encouraged during the winter months unless the temperature and/or wind chill are below 32 degrees Fahrenheit.

If weather is not permitting, children may be taken to the playroom (Room 213) or Fellowship Hall, if available, to participate in gross motor activities.

Children will:

- 1 Be closely supervised.
- 2 Walk to and from the playground, playroom, or Fellowship Hall.
- 3 Stay within the fence or sidewalk boundaries when outside or within the inside designated room.
- 4 Not climb the fence around the play area when outside.
- 5 Not push or shove others.
- 6 Sit only on the benches, equipment, or chairs (not on the tables).
- 7 Stay away from the windows and/or window wells.
- 8 Leave rocks on the ground when outside.
- 9 Be taught proper climbing skills on equipment.
- 10 Go up and down the slide one at a time.
- 11 Go down the slide feet first.
- 12 Use the south and east corners of the mulch for digging when outside.
- 13 Not run into others, walls, and/or other equipment when using riding toys.

Staff members when outside on the playground will:

- 1 Be stationed in positions on the playground to ensure observation of each child. One/two staff members need to be in the area of the play structure/climbing dome and one/two staff members close to the playhouse/picnic table area.
- 2 Take out the playground first aid box if the class is the first group to go outside for the school day.
- 3 Bring in the playground first aid box if the class is the last group to go outside for the school day.
- 4 Bring the children in through double doors when returning to the classroom. The kitchen door is not to be propped open when the class goes outside.

Staff members when inside in the playroom or Fellowship Hall will:

- 1 Be stationed in positions within the room to ensure observation of each child.
- 2 Leave the playroom door open if one of the staff members needs to take a child to the restroom.

CHILD PROTECTION POLICY

All staff members of FUMCM will abide by the FUMC Child Protection Guidelines.

EMERGENCY DRILLS

Safety practices for fire, severe weather, and emergencies are taught and practiced periodically during the school year to help children feel comfortable with the procedures. Each FUMCM staff member will be trained on the different drill procedures. Procedures to follow during a fire, tornado, earthquake, and/or lockdown drill and exit diagrams will be posted in every classroom. Classroom emergency kits must be in the possession of the staff during the drills. Bathrooms need to be checked during the drill by a staff member. Ongoing communication with the FUMC office staff will be kept during each drill.

Fire Drill – Code Red

Inside procedures for a fire drill will involve the building fire alarm. The lights in the room will be turned off and the windows and doors shut. Staff will walk the children out the exit specified by the fire drill exit diagram. They will take the children to the east wall of the main parking lot to their specified spot.

Tornado Drill – Code Black

Inside procedures for a tornado drill will involve sounding an air horn. The lights in the classroom will be turned off and the doors and windows shut. Staff will line up the children and walk them to the downstairs area between rooms 124 and 118.

Earthquake Drill – Code Green

Inside procedures for an earthquake drill will involve sounding a shaken can of rocks.

- 1 If the class is indoors, staff will ask the children to crawl under a desk or table, away from bookcases or windows. Staff will listen for advisories from the FUMCM Director or the FUMCM Assistant Director over the walkie-talkie. Staff will wait two minutes for aftershock and then be prepared to evacuate the building following the fire drill evacuation plan.
- 2 If the class is in the playroom, staff will move the children along the north wall, where the children will sit on the floor and cover their heads with their hands. Staff will listen for advisories from the FUMCM Director or the FUMCM Assistant Director over the walkie-talkie. Staff will wait two minutes for aftershock and then be prepared to evacuate the building following the fire drill evacuation plan.
- 3 If the class is in Fellowship Hall, staff will move the children to the downstairs area between rooms 124 and 118, where the children will sit on the floor and cover their heads with their hands. Staff will listen for advisories from the FUMCM Director or the FUMCM Assistant Director over the walkie-talkie. Staff will wait two minutes for aftershock and then be prepared to evacuate the building following the fire drill evacuation plan.
- 4 If the class is outdoors, staff will move everyone to their specified spot at the east wall of the main parking lot.

Lockdown Drill - Code Blue

Inside procedures for a lockdown drill will involve a specified phrase being said over the walkie-talkie. Staff will use their best judgment by making sure children are located within a safe area in the room during the lockdown and will lock the door if possible. A different specified phrase will be said over the walkie-talkie indicating when the code blue is all clear.

CLASSROOM SUBSTITUTE TEACHERS

Parents/guardians interested in becoming a substitute teacher for FUMCM can either sign-up on the Volunteer Sign-Up Form distributed at the beginning of the school year or contact the FUMCM Director or the FUMCM Assistant Director. A background check

will be required of anyone who wants to be a substitute teacher.

SUBSTITUTE TEACHER TRAINING

A substitute teacher training session will be conducted by the FUMCM Director and/or the FUMCM Assistant Director and held at the beginning of each semester. Each attendee will receive a substitute teacher packet, which will be discussed during the substitute teacher training session, and will include:

- 1 Substitute Teacher Letter
- 2 FUMCM Time Sheet
- 3 Request for Limited Adult Criminal History Information form
- 4 FUMCM School Calendar
- 5 Copy of the FUMCM staff dress code
- 6 Copy of the FUMCM safety/emergency procedures
- 7 Copy of the FUMCM pick-up procedure
- 8 Maps of FUMCM and FUMC

A tour of FUMCM and an overall presentation about the school will conclude the substitute teacher training session.

SUBSTITUTE TEACHER PAY

A substitute teacher will be paid an hourly rate for the full amount of hours worked. Each substitute teacher is required to fill out a FUMCM Time Sheet and turn it into the FUMCM Director's office prior to leaving each assigned work day in order to be paid. Checks will be distributed bi-monthly.

SUBSTITUTE TEACHER CONTACT INFORMATION

A list of available substitute teachers will be available in the FUMCM Director's office. Each staff member will use this list to arrange for a substitute when he/she is not available to work. In the event that the staff member is unable to obtain a substitute teacher, he/she should contact the FUMCM Director or the FUMCM Assistant Director for assistance.

SUBSTITUTE TEACHER FOLDER

A substitute teacher folder will be kept on/in each classroom desk. The substitute teacher folder will include copies of the following: a current class list, a daily schedule, classroom rules, and all safety/emergency procedures, including any medical accommodations pertaining to the children in that classroom.

CURRICULUM

Curriculum is planning of all activities that take place in the classroom. LTS's curriculum provides children opportunities to learn in an environment that incorporates developmentally appropriate materials and activities. Children's social/emotional,

physical, cognitive, and language growth are the focus of group activities and interest centers. The curriculum will include hands-on activities to challenge the children to experience and explore their surroundings as they learn to develop their large and fine motor skills, to interact with each other, to express themselves, to think on their own, and to be creative in their work and play. Literacy, math, science, social studies, and the arts are explored in a variety of age-appropriate experiences.

Flexible activities allow children to learn and grow at their own pace. The overall goals of the curriculum are that the children will know they are special, that they can learn more about whom they are, and that learning is fun and never-ending.

Spiritually, we present Christian values and introduce children to stories of Christianity, as well as stories of other faiths and traditions.

The classroom activities are based on FUMCM's philosophy and goals, utilizing The Creative Curriculum as a basis.

GROSS MOTOR ACTIVITIES

The classroom teachers will be responsible for planning activities for gross motor time. Activities should be developmentally appropriate and may include music, games, and activities stressing certain skills or group games. In general, gross motor time should not consist of "free play" alone, but should be planned activities. Gross motor time is not to be used as break time for staff.

HOLIDAY CELEBRATIONS

Holiday celebrations, involving Christianity and other faiths and traditions, are encouraged in the individual classrooms as part of the curriculum. Holiday decorations will appropriately reflect Christian values. The classroom teacher will seek the guidance of the FUMCM Director and/or the FUMCM Assistant Director when needed.

BIRTHDAYS

To encourage self-esteem and each child's uniqueness, we encourage parent(s)/guardian(s) and their child to celebrate their child's birthday with the class. Each classroom has its own policy on celebrating birthdays, so please speak with your child's teacher concerning the policy in your child's classroom.

FAITH AND CULTURE STORIES

FUMCM seeks to embrace children of all cultures and faiths. FUMCM stresses in many ways values common to people of many faiths, including love, respect, caring, and

responsibility toward self and others. Each year a selection of Christian Good Shepherd stories will be offered. In addition, stories from other traditions reflecting these values will also be offered.

GUEST SPEAKERS

Teachers are encouraged to organize guest speakers to supplement the classroom curriculum. All guest speakers must be pre-approved by the FUMCM Director and/or the FUMCM Assistant Director. Prior to entering the classroom, the guest speaker must stop by the FUMCM Director's office to pick-up a nametag, which is to be worn at all times.

FIELD TRIPS

Teachers may plan field trips to supplement the classroom curriculum. A nominal fee per field trip may be charged.

The teacher's responsibilities for planning an age-appropriate field trip include the following:

- 1 To notify the FUMCM Director and/or the FUMCM Assistant Director of the planned field trip.
- 2 To invite parents/guardians to attend and inform them of their responsibility to provide an appropriate car seat or booster seat, based on current state requirements, for their child if the children will be riding in cars for the field trip.
- 3 To obtain a signed Individual Field Trip Permission Form, by the parent or guardian, for each child prior to the field trip.
- 4 To arrange reliable transportation which includes two unrelated adults per vehicle for field trips in which driving is necessary. Drivers need to be 21 or older and hold a valid driver's license. Prior to the field trip, all volunteers need to show their driver's license and current car insurance card to the FUMCM Director or the FUMCM Assistant Director. A copy of both will be made and then kept with the Individual Field Trip Permission Forms.
- 5 To assign children into small groups; provide nametags, which include the teacher's cell phone number and children's allergies, for both volunteers and children; and inform the volunteers of expectations and limits expected of the children.
- 6 To ensure the following guidelines are observed while riding in the vehicle (for trips that involve riding in cars):
 - o Doors are to be locked at all times.
 - o Seat belts are to be worn by all vehicle passengers based on current state laws and regulations.
 - o Children should be properly buckled into car seats or booster seats based on current state laws and regulations.
- 7 To bring along the classroom emergency kit.
- 8 To maintain knowledge of volunteers and children at all times during the field trip.
- 9 To extend the field trip experience to the classroom and do follow-up activities.

10 To ensure that while on a walking field trip, a walking rope must be utilized.

CLASSROOM/BUILDING PROCEDURES

CLASSROOM/BUILDING DISCIPLINE

To encourage and enhance each child's growth and development while in our care, FUMCM believes we can:

- 1 Provide a variety of activities for the children.
- 2 Use group management techniques to limit the number of children in each area of the room and to allow for sufficient materials and the opportunity for constructive interaction.
- 3 Follow or exceed the Indiana State Licensing Standards for staff/child ratios.
- 4 Speak with children if their behavior is inappropriate for the area or material (i.e. "Walk Please").
- 5 Use positive language with the children to give praise for appropriate behavior (i.e. "I like the way John is helping Tommy.").
- 6 Ask a child who is having difficulty cooperating in an area to go to another area.
- 7 Close an area and break up the group if group behavior is a problem in that area.
- 8 Let the child know of teacher presence by a touch on the shoulder or eye contact.
- 9 Place a child with unacceptable behavior in time out in the classroom, not exceeding the number of minutes equal to his/her age, and afterward discuss with him/her a better way to interact with children and/or materials.
- 10 Remove a child whose behavior is distracting to the entire group, take him/her to the FUMCM Director's office and ask him/her to think and calm down in a quiet atmosphere, and talk to the child in a problem-solving manner. The FUMCM Director or the FUMCM Assistant Director, along with the teacher will discuss the incident and an Incident Report will be placed in the child's file. Parents/guardians will be notified.
- 11 Not tolerate any form of hitting, corporal punishment, abusive language, ridicule, harsh humiliation, or frightening treatment by any child or staff member at FUMCM.
- 12 Enlist the help of the children to develop classroom rules and consequences, so that children will feel ownership and have better understanding of the classroom rules and consequences.
- 13 In the event of a child's excessive distracting behavior, a conference may be held between the staff and his/her parent(s)/guardian(s) to determine the appropriate course of action. Temporary or permanent removal from the program may result.

SNACKS

A nutritious snack will be given mid-morning to the children. The snack will consist of water and a nutritious bread source (cracker, muffin, cereal). Fruits and vegetables may also be provided with the bread source.

Children will be asked to provide snacks for the classroom on a rotating basis. A snack

calendar will be provided to parents/guardians. To maintain health and safety standards, please bring only nutritious, pre-packaged food items. Please talk with your child's teacher in order to meet all of the children's health and dietary needs.

Staff members are responsible for getting snacks ready, serving the snack, and storing the snack in a snack cabinet. Opened snack containers will be placed in a resealable baggy or airtight container.

Please do not send breakfast with your child unless previously approved by your child's teacher.

ADDITIONAL INFORMATION

PUBLICITY

One of FUMCM's goals is to promote its name and programs within the Columbus community. The staff should notify the FUMCM Director or the FUMCM Assistant Director of any classroom or school activities deemed interesting for an article in any FUMCM communication, FUMC communication, and/or local media.

FUMCM NEWSLETTER

The FUMCM Director, the FUMCM Assistant Director, and/or the FUMCM Board Publicity Committee will prepare periodic newsletters. The newsletter may include: articles about classroom activities and special events; articles about FUMCM activities and special events; articles highlighting children and/or staff; and/or articles about activities parents/guardians can do with their children.

END-OF-SCHOOL YEAR EVALUATIONS

The FUMCM Board Publicity Committee will conduct an annual evaluation process of FUMCM. Comments and suggestions will be compiled, reviewed, and incorporated as needed.

FUNDRAISERS

Fundraisers and family events may be planned each year to purchase age-appropriate materials for the classrooms and equipment for the playground.